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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Proposed Revision of [REDACTED] FITNESS  
REPORT (Jobs No. 1770 and 1771)

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1. This office concurs in the proposed revisions of [REDACTED] with comments as noted below.

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2. We believe there could be a better and more logical apportionment of instructional material between the regulation and the accompanying Directions for Completing Form 45. Some policy and procedural matters are in the former, some in the latter. This makes it necessary to switch back and forth from one to the other to determine one's responsibilities for preparing fitness reports. We note also that the Directions state that [REDACTED] outlines policy concerning requirements for submitting initial, annual, (and) reassignment . . . reports, but the regulation on the other hand refers to the Directions for guidance. We wonder whether it would not be preferable to include in the regulation all policy and procedural guidance, and include in the Directions the specific instructions for completing the various sections of Form 45 (page 2 of the Directions).

3. We understand that paragraph 2.b. of the headquarters regulation is to be revised to read:

"Operating Officials are responsible for ensuring that all reports for employees under their jurisdiction are prepared and forwarded to Heads of Career Services, who shall be responsible for forwarding the reports to the Office of Personnel."

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4. It may be desirable to include some guidance as to standards to be applied in evaluating employees, with a view to having these standards as uniform as possible throughout the Agency rather than, as may otherwise be the case, possibly strict in one area and lenient in another, with the result that employees will be at a relative advantage or disadvantage

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depending on their office of assignment. We have discussed this with SSA/DSS, and he in turn has asked the Director of Personnel to consider it and, if he agrees, prepare an appropriate proposal.

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Chief, Inspection and Review Staff  
RMP

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